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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE  
ASSESSMENT DIVISION, TRAINING SECTION  
(317) 233-0166



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 974-1629

**TO: All Interested Parties**

**FROM: Barry Wood, Assessment Division Director**

**DATE: January 17, 2017**

**RE: 2017 Level I & Level II Assessor Appraiser Certification Examinations**

The objective of the Level I and Level II examinations, in accordance with IC 6-1.1-35.5-3, is to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The examination will test practical applications used in the performance of the duties associated with the office.

The examinations are open book and are open to anyone at no charge. However, in accordance with IC 6-1.1-35.5-7, "a person who is successful on the level one examination may apply for and take the level two examination." Therefore, you must take the examinations in order, and the examinations cannot be taken on the same day. You must pre-register for the examinations.

**Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.**

## **What to Study for the Level I and Level II Assessor Appraiser Examination**

### **For the Level I Examination**

From the Department of Local Government Finance ("Department") website <http://www.in.gov/dlgf/8814.htm>, you should download to your computer to study and print:

- **Six (6) sections of the 2017 tutorial:**
  - 2017 Level I Cost Approach, Problems, and Answers
  - 2017 Level I Income Approach, Problems, and Answers
  - 2017 Level I Neighborhood Factor, Problems, and Answers
  - 2017 Level I Personal Property
  - 2017 Level I Ratio Study and Ratio Study Examples
  - 2017 Level I Sales Comparison Approach, Problem, and Answers
- 2011 Real Property Assessment Guidelines – Book 1:
  - Table of Contents, Chapters 1 – 5,
  - 2011 Appendixes A & B,
  - 2014 Appendix C (October 31, 2014),***
  - 2014 Appendix C (with errata) (January 14, 2015),***
  - Updated Location Cost Modifiers for the 2017 Annual Adjustment (November 18, 2016),***
  - Location Cost Multipliers for 2017 Cost Update, and***
  - Modifiers for each county.***
- 2011 Glossary
- Residential and Agriculture Property Record Cards.
- Review Exam, Review Exam Answers and Review Exam Calculation Explanations

## For the Level II Examination

From the Department website <http://www.in.gov/dlgf/8815.htm>, you should download to your computer to study and print:

- Six (6) sections of the 2017 tutorial:  
2017 Level II Cost Approach, Problems and Answers  
2017 Level II Golf Course  
2017 Level II Income Approach, Problems and Answers  
2017 Level II Personal Property  
2017 Level II Ratio Study, Problems and Answers  
2017 Level II Sales Comparison Approach, Problem and Answers
- 2011 Real Property Assessment Guidelines – Book 2:  
Chapters 6 - 9,  
2011 Appendixes D – F and  
*2014 Appendix G (October 31, 2014),  
Updated Location Cost Modifiers for the 2017 Annual Adjustment,  
Location Cost Multipliers for 2017 Cost Update, and  
Modifiers for each county.*
- 2011 Glossary
- Commercial and Industrial Record Card.
- Review Exam, Review Exam Answers and Review Exam Calculations.

**Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.**

If you need assistance printing a copy of the tutorials, please contact Donna Bratcher at the Department at (317) 233-0166 or [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov).

## Level I and Level II Examinations

The examinations are open book. In order to answer some of the questions on the exam, you will need to work problems similar to those in the tutorial and on the Review Exam. The examinations will consist of 50 multiple-choice questions of two points each. A passing grade is 70 points.

The proctor for the examination will not answer questions regarding the Level I and II materials prior to or during the examination. Please contact Department staff prior to the examination day with any questions regarding the course materials at [Level1@dlgf.in.gov](mailto:Level1@dlgf.in.gov) or [Level2@dlgf.in.gov](mailto:Level2@dlgf.in.gov).

The examination will run five (5) consecutive hours from the beginning of the examination at **10:00 a.m.**, but will end no later than **3:00 p.m.** local time. You will be asked to provide a photo ID when you arrive. During the examination, there will be no breaks, although you will be allowed to leave the room for restroom breaks or to get a snack or drink.

You **MUST pre-register** using the LEVEL I AND LEVEL II ASSESSOR-APPRAISER EXAMINATION REGISTRATION State Form 55818 (attached) no later than 1 week prior to the examination. You may register for both examinations, but on different dates, on the same registration form. A minimum of five (5) registrations must be received or the examination will be cancelled. Registrants will be notified by e-mail if the examination is cancelled.

## **Special Accommodations**

If you have a physical impairment that will require special accommodations, the Department asks that you provide advanced notification. Please contact Barry Wood, Assessment Division Director, at [bwood@dlgf.in.gov](mailto:bwood@dlgf.in.gov) or by fax at (317) 974-1629 stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

## **Exam Locations**

### **Greensburg**

City Hall

314 West Washington St

Gymnasium

Greensburg, IN 47240

(812) 663-3344

<https://www.cityofgreensburg.com/>

### **Indianapolis**

Indiana Government Center South Conference Center

302 W Washington St

Room # to be determined

Indianapolis, IN 46204

(317) 233-0166

<http://www.in.gov/idoa/2375.htm>

### **Valparaiso**

Ivy Tech Community College Northwest

Valparaiso Campus

3100 Ivy Tech Drive Room D119

Valparaiso, IN 46383

(219) 464-8514

<http://www.ivytech.edu/northwest/>

### **Vincennes**

Knox County Public Library

Bloebaum-Fuller Outreach Building

509 N 7<sup>th</sup> St

Vincennes, IN 47591

(812) 886-4380

Parking lot is accessible from 7<sup>th</sup> St, Hart St & Seminary St.

<http://kcpl.lib.in.us/bloebaum-fuller-outreach-building/>

### **Warsaw**

Ivy Tech Community College North Central

Warsaw Campus

2545 Silveus Crossing, Room 267

Warsaw, IN 46580

(574) 267-5428

<http://www.ivytech.edu/northcentral/>



# LEVEL I AND LEVEL II ASSESSOR-APPRAISER EXAMINATION REGISTRATION

State Form 55818 (4-15)

**INSTRUCTIONS:** Print your contact information below. Check the box indicating the date and exam for which you are registering.

E-mail or fax the form to:

Donna Bratcher  
Administrative Assistant  
Department of Local Government Finance  
[dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov)  
Fax: (317) 974-1629

Please PRINT

Name:			
Work Title:			Date of Birth:
Employer:			
Mailing Address: Home or Business (Please circle one.)			
City, State and Zip Code:			
County:			
Daytime Telephone Number:			Home Number:
E-mail Address:			Cell Number:

(Confirmations will be sent via e-mail only, one week prior to exam date.)

Check the box for the exam for which you want to register.

Level I Exam	Level II Exam	Date	Location
		March 3, 2017	Warsaw, Ivy Tech
		March 20, 2017	Indianapolis, Indiana Government Center
		April 7, 2017	Greensburg, City Hall
		April 28, 2017	Warsaw, Ivy Tech
		May 15, 2017	Vincennes, Knox Co Library Outreach Bldg
		June 5, 2017	Indianapolis, Indiana Government Center
		July 14, 2017	Valparaiso, Ivy Tech
		July 24, 2017	Vincennes, Knox Co Library Outreach Bldg
		August 4, 2017	Indianapolis, Indiana Government Center
		September 15, 2017	Valparaiso, Ivy Tech
		September 29, 2017	Greensburg, City Hall
		November 3, 2017	Indianapolis, Indiana Government Center
		December 18, 2017	Indianapolis, Indiana Government Center